

T O R R A N C E



Welcome Home

**THE CITY OF TORRANCE  
INVITES APPLICATIONS FOR**

# **CABLE TV ASSISTANT PRODUCER/ WRITER**

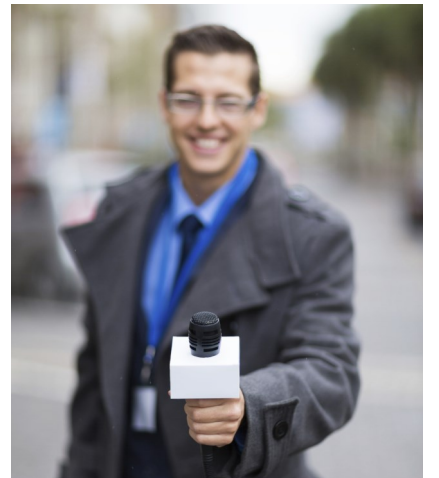
## **SALARY**

**\$17.85-\$23.92 per hour**

## **THE POSITION**

The City of Torrance is seeking an experienced television producer with exceptional news writing and producing skills, an engaging on-camera presence, and the ability to write and produce a nightly live newscast and a weekly news magazine program; along with writing and producing a range of other shows including documentaries, feature stories, profiles and news stories for the City.

**[WWW.TORRANCECA.GOV/JOBS](http://WWW.TORRANCECA.GOV/JOBS)**



City of Torrance is hiring for

## CABLE TELEVISION ASSISTANT PRODUCER/WRITER

\$17.85 - \$23.92 per hour

Torrance CitiCABLE is our City's award-winning government access cable television channel, which has provided quality television programming for the community since 1983. Programming includes live coverage of weekly City Council meetings, along with weekly news on "This Week in Torrance." CitiCABLE programming has something for everyone including, businesses, families, seniors & teens.

The City of Torrance is seeking an experienced television producer with exceptional news writing and producing skills, an engaging on-camera presence, and the ability to write and produce a nightly live newscast and a weekly news magazine program; in addition to writing and producing a range of other shows including documentaries, feature stories, profiles and news stories for the City.

As a community liaison and the face of the channel, this position will be tasked with interacting with various members of the community including residents, City staff, and elected officials. The most success candidate will have experience not only on camera, but off camera as well as this position requires a substantial amount of sourcing, writing, and producing.

### MINIMUM REQUIREMENTS

*Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

#### Education and Experience:

Two years of college coursework in journalism, technical or non-fiction writing, television production or a related field; and six months of experience in a commercial, non-commercial, educational, or governmental script writing and producing; and

#### License and Certification:

A valid California Class C driver's license.

### HOW TO APPLY

Interested candidates must submit an online application and supplemental questionnaire at [www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs). The application filing period opens **Monday, December 7, 2015** and will remain open until a sufficient number of qualifying applications have been received.

Only the most qualified candidates will be invited to participate in the examination process which will consist of the following:

Performance Test- weighted 40%  
Oral Interview - weighted 60%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

### IDEAL CANDIDATE

In addition to the minimum qualifications the **ideal** candidate should possess:

- A degree in Broadcast Journalism;
- Experience in all areas of television production such as coordinating shoots, writing scripts, and hosting regularly scheduled programs;
- Self-motivation and ability to source news stories;
- Experience reading from a teleprompter;
- Experience adlibbing on-camera on a wide range of topics.
- Understanding of sourcing, developing, and presenting public information;
- Exceptional interpersonal skills to interact with news subjects, audiences, City staff, officials, and local dignitaries.

### BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Deferred Compensation Plan.
- Vacation and sick leave.
- Health, Dental, Vision plans, and Life Insurance.
- Thirteen Paid Holidays.
- Tuition Reimbursement Program.

*Applicants with disabilities who require special testing arrangements must notify the Human Resources office before the examination process.*

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*

*As a condition of employment, candidates must pass a background check and pre-employment medical examination.*



Human Resources • 3231 Torrance Blvd. • Torrance, CA 90503  
Phone: 310.618.2915 • Fax: 310.618.2995 • E-mail: [JobInfo@TorranceCA.Gov](mailto:JobInfo@TorranceCA.Gov)



JC: 15121326 KF

**CITY OF TORRANCE**  
**Assistant Producer/Writer**  
**Supplemental Application Questionnaire**  
**Job Code 15121326**

**Your responses to the following questions will assist us in evaluating your qualifications for the position of Assistant Producer/Writer. Written responses, if any, may be assessed for ability to convey information concisely and effectively. PLEASE NOTE: ALL INFORMATION CONTAINED IN THE RESPONSES TO THIS SUPPLEMENTAL APPLICATION MUST ALSO HAVE BEEN CLEARLY NOTED IN THE PRIMARY APPLICATION FORM UNDER THE APPROPRIATE SECTION SUCH AS DUTIES, EDUCATION, CERTIFICATIONS OR EXPERIENCE.**

1. Do you possess two years, or more, of college coursework in print journalism?

A. No \_\_\_\_\_

B. Yes \_\_\_\_\_ (number of years \_\_\_\_\_)

2. Do you possess two years, or more, of college coursework in broadcast journalism?

A. No \_\_\_\_\_

B. Yes \_\_\_\_\_ (number of years \_\_\_\_\_)

3. FOR QUESTIONS 1 AND 2, PLEASE LIST COURSE TITLES FOR EACH AREA OF JOURNALISM INDICATED ABOVE NEXT TO THE CORRESPONDING NUMBER, BELOW.

1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you possess a degree in broadcast journalism?

A. No \_\_\_\_\_

B. Yes- Associate Degree \_\_\_\_\_

C. Yes-Bachelor Degree \_\_\_\_\_

D. Yes-Advanced Degree \_\_\_\_\_

5. If you do not possess a degree in broadcast journalism, do you possess an alternate degree?

Please state Degree and concentration/major \_\_\_\_\_

CONTINUED ON THE NEXT PAGE

6. FOR QUESTIONS 1-5 PLEASE INDICATE THE NAME OF THE EDUCATIONAL INSTITUTION (S) FOR **EACH** YEAR OF COURSEWORK OR GRANTED DEGREE CLAIMED NEXT TO THE CORRESPONDING NUMBER, BELOW. PLEASE NOTE THAT TRANSCRIPTS (OR AUTHORIZATION TO OBTAIN TRANSCRIPTS) CONFIRMING EDUCATIONAL QUALIFICATIONS CLAIMED MAY BE REQUIRED, BY REQUEST.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

7. How much hands-on television production experience do you possess? (Note: Experience must be converted to full- time-equivalent of 40 hours/week.)

- A. None \_\_\_\_\_  
B. 0-6 months \_\_\_\_\_  
C. 6 months to 1year \_\_\_\_\_  
D. 1yr to 2.5 yrs \_\_\_\_\_  
E. 2.5yrs or more-Please specify total \_\_\_\_\_

8. How much experience producing news programming do you have? (Note: Experience must be converted to full-time equivalent of 40 hour/week.)

- A. None \_\_\_\_\_  
B. 0-6 months \_\_\_\_\_  
C. 6 months to 1 year \_\_\_\_\_  
D. 1yr to 2.5 years \_\_\_\_\_  
E. 2.5 yrs. or more-Please specify total \_\_\_\_\_

9. Please list any additional experience related to broadcast journalism, writing for television or television production and specify the amount of full-time equivalent (40 hrs/week) experience in each. *Please be concise and specific.*

- A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_  
D. \_\_\_\_\_  
E. \_\_\_\_\_

10. Please indicate the length of your experience writing news stories for a news organization (print or broadcast professional/non-student). If your writing experience is not in news, please indicate length of experience in other categories. Please state experience in full-time (40hrs/week) equivalent. Entry may be expressed as a decimal-2.5 for example.)

- A. Print News (number of years \_\_\_\_\_)  
B. Broadcast News (number of years \_\_\_\_\_)

(CONTINUED ON THE NEXT PAGE)

- C. TV (number of years \_\_\_\_\_)
- D. Film (number of years \_\_\_\_\_)
- E. Print Newsletter (number of years \_\_\_\_\_)
- F. eNewsletter or online publication (number of years \_\_\_\_\_)
- G. Other \_\_\_\_\_ (number of years \_\_\_\_\_)

11. Please indicate your experience on-air (list all past jobs on TV.) Please state your experience in full-time (40hrs/week) equivalent or specify alternate frequency-daily one hour, weekly two hour etc. A body of work may be provided on separate sheets attached to this form, if appropriate, but *please* be concise and specific.

- A. Broadcast News (number of years \_\_\_\_\_)
- B. TV Hosting (number of years \_\_\_\_\_)
- C. TV Acting (number of years \_\_\_\_\_)
- D. Film Hosting (number of years \_\_\_\_\_)
- E. Film Acting (number of years \_\_\_\_\_)
- F. Online Hosting (number of years \_\_\_\_\_)
- G. Online Acting (number of years \_\_\_\_\_)
- H. Voice Over (number of years \_\_\_\_\_)
- I. Other \_\_\_\_\_

12. Please indicate your experience producing shows. Please state in full-time (40hrs/week) equivalent.

- A. Broadcast News (number of years \_\_\_\_\_)
- B. TV (number of years \_\_\_\_\_)
- C. Film (number of years \_\_\_\_\_)
- D. Online (number of years \_\_\_\_\_)

13. Do you have professional experience as a TV camera operator and/or program director using camera equipment? Please state experience in full-time (40 hrs/week) equivalent.

- A. No. \_\_\_\_\_
- B. Yes \_\_\_\_\_ (number of years \_\_\_\_\_)

14. Do you have professional experience as a TV editor? Please state in full-time (40hrs/week) equivalent.

- A. No. \_\_\_\_\_
- B. Yes \_\_\_\_\_ (number of years \_\_\_\_\_)

15. Do you have experience leading and/or directing production staff and/or talent? Please state in full-time (40hrs/week) equivalent.

- A. No. \_\_\_\_\_
- B. Yes \_\_\_\_\_ (number of years \_\_\_\_\_)

(CONTINUED ON THE NEXT PAGE)

15a. If yes, please *briefly* describe your experience overseeing and being responsible for the performance of staff or crew related to TV production.

16. FOR QUESTIONS 5-14 PLEASE PROVIDE THE NAME OF EACH EMPLOYER/INSTITUTION/ORGANIZATION AND SPECIFIC DATES OF EMPLOYMENT/EXPERIENCE FOR EACH QUESTION NEXT TO THE CORRESPONDING NUMBER, BELOW. PLEASE ALSO INCLUDE THE NAME AND CONTACT INFORMATION OF AN INDIVIDUAL WITH THAT EMPLOYER/INSTITUTION/ORGANIZATION THAT CAN, AND WILL, VERIFY THE INFORMATION PROVIDED. NOTE: BY PROVIDING THIS INFORMATION YOU AUTHORIZE THE CITY OF TORRANCE TO CONFIRM AND VERIFY THE INFORMATION PROVIDED. VERIFICATION MAY/WILL BE DONE FOR CANDIDATES WHO PASS THE TESTING PROCESSES WHO ARE ELIGIBLE AND CERTIFIED FOR HIRE. ADDITIONAL SPACE MAY BE USED TO PROVIDE THIS INFORMATION.

5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification and authorize the City of Torrance to verify information provided. I understand that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

☐ Yes

☐ No